

Covid-19 Medical Shelters Program Site Manager Checklist

*Twice Daily
Survey
at 6:30
and 2:30.*

Day Shift Sample Duties and Responsibilities (8:00AM - 4:00PM)

- ☐ **8:00AM** – Sign-In
- ☐ **8:30AM** – Attend and present status update at Morning Briefing Meeting (i.e. Notable Activities, Food Order, Client Count, Order Status, Concerns)
- ☐ Coordinates various Deliveries at Site
 - ☐ Provide Security Guards with expected delivery timeframes and delivery instructions
 - ☐ Sign acknowledgement of receipt and obtain proof of delivery (if applicable)
 - ☐ Reviews invoice to ensure accuracy of orders (correct items and quantities) and inspects items for damage.
 - ☐ Distribute items to appropriate Site staff and/or store in designated Supply Room
 - ☐ Conduct inventory check in Supply Room
 - ☐ Update "Supplies and Equipment Tracking" log for all inventory received
- ☐ Coordinates Food Delivery for Clients at Site
 - ☐ ~~Provide Security Guards with Caterer Name, delivery timeframes and delivery instructions~~
 - ☐ ~~Greet Caterer, and complete Sign-In/Sign-Out Sheet.~~
 - ☐ Notify appropriate staff when food arrives including breakfast, snacks, beverages, and lunch.
 - ☐ ~~Assist with setting up meals, if applicable.~~
 - ☐ ~~Update "Services Tracker" log after all meals are served to Clients~~
 - ☐ Confirm the "Estimated Head Count" and Dietary restrictions for each Client for Next-Day Food Order by 3:00PM
- ☐ Coordinates various Services at Site (i.e. Waste Pickup, Garbage, Janitorial Services, etc.;;)
 - ☐ Provide Security Guards with all Vendor Company Names, Service timeframes and instructions.
 - ☐ Greet Vendors and instruct all staff providing services to complete Sign-in/Sign-Out sheet
 - ☐ Provide additional instructions to Vendors, if needed.
 - ☐ Update "Services Tracker" form after services are provided.
- ☐ Coordinates with Medical Team to track:
 - ☐ Status of Occupied Units at Medical Shelter
 - # Clients staying at Site and Room Assignment
 - ☐ NEW incoming Clients (including estimated check-In date/arrival time + estimated duration)
 - ☐ Client Discharge Date/Time
 - Determine # of Clients recovered, Covid-19 negative, 911 Emergency or, voluntarily left
 - Schedule services and identify supplies/equipment required to prepare room for future Clients
- ☐ Checks with Medical Team to:
 - ☐ Determine if existing quantity of:
 - PPE supplies, medical supplies and equipment is sufficient or require replenishing.
 - Non-medical supplies and equipment required by medical team and/or clients is sufficient or require replenishing
 - ☐ Schedule various services for Clients currently Occupied Units (if applicable)
- ☐ Works with various site staff, medical team, and/or wraparound service providers to conduct meetings, execute on-demand tasks or execute cool zone site support tasks
- ☐ Checks with Site Managers and non-Medical Staff to:
 - ☐ Determine if various supplies located in the supply room is sufficient or require replenishing.
 - ☐ Identify new requests for supplies/equipment or services
- ☐ Responds to (As Needed)
 - ☐ Various questions and requests from Emergency Operations Center (EOC) Point of Contact and EOC Staff or Wrap Around Service Provider/Vendors

Resource

Request at

6:00

and 2

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*Need to
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Continued ...Day Shift (8:00AM - 4:00PM)

- ☐ 3:00PM – Complete and Submit
 - ☐ Next-Day Food order for Clients to Brilliant Coroners POC by 3:00PM
 - ☐ Supplies/Equipment/Services Request Form to Brilliant Corners and EOC Site Leads
 - ☐ Afternoon Daily “Client Count” Survey via ArcGIS* (ideally completed at 2:30PM, but due by 3:00PM)
- ☐ 4:00PM – Complete and Submit
 - ☐ Staff Incident Work Order Form for all staff onsite (one per day, per shift for all employees)
 - ☐ Update all Tracking Sheets and shift logs in SharePoint related to track Covid-19 Medical Shelter Program (MSP Program) to statistics.
 - ☐ Sign-out